

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811

DATE: July 20, 2006

TO: RFP #0634-223

FROM: Sheila R. Anderson, RFP #0634-223 Coordinator
DSHS Central Contract Services

SUBJECT: Amendment No. 1 – Answers to Bidders' Questions

DSHS amends the RFP #0634-223 procurement document to include Answers to Bidders Questions as attached.

Answers to Bidders' Questions
RFP #0634-223
(Questions received as of 5:00 pm on 7/19/06)

Question #1:

This RFP represents the six contract series of this type for recruitment and retention in eight years. Over that time period, outcome and workload requirements have increased with each successive contract. In addition ... internal agency costs (mileage, insurance, etc.) have also increased due to new contractual requirements.

Exhibits B-G, 4:COST, Question b - Asks bidders to describe a plan to raise matching money to augment this contract.

Is the purpose of this "matching money" plan to compensate for this round of additional requirements? If so, should the proposed budget tie specific matching moneys to specific new outcome requirements?

No to both questions.

Question #2:

Previous RFP's of this type have included a staffed call center for recruitment. The only reference in this RFP to handling calls from prospective foster, adoptive and kinship caregivers is Region 5's toll free phone number. How does the state intend to handle or respond to the large number of prospective caregivers that begin the inquiry process by calling on the telephone? Will there be a state run call center or is this part of the job of the regional contractors?

We will be issuing a separate RFP for a statewide toll-free numnber.

Question #3:

The regional contracts are scheduled to be issued October 1st for eighteen months. This is not on the state fiscal year but rather it matches more closely the federal fiscal calendar. Should we expect future contracts to follow the federal fiscal calendar?

The contract period was not set up to match the federal fiscal years. The current contracts were written from Janury 2005 to July 2006 and were extended three months to complete this RFP process.

Question #4:

Each region has support systems (hubs, buddy systems, support groups and mentors) established over the last eighteen months. This RFP calls for the establishment of new support systems. What plan does the state have for on going support of the 50 plus support systems that were established by the previous contractors? Will the maintenance of the current support systems be the responsibility of the new contractors?

Any contractor(s) will be responsible for setting up the number of support systems required by the RFP. This does not preclude building on existing resources.

Question #5:

Is it the intention to have separate regional providers that are located in each region?

The intention is to have all those who wish to provide services in each region bid on those services in that region no matter where they are located.

Question #6:

There are large numbers of foster parents to support and limited funds with which to fund staff members to provide support. What level of support is expected for the ongoing retention activities?

The requirements for support are outlined in the RFP and bidders are asked to provide information about how they will do that.

Question #7:

Given the many factors involved in retention of foster parents, wouldn't it be wise to have additional outcome measures such as foster parent and DSHS social worker satisfaction surveys be part of measuring success. The successful agency won't be the sole, or even the primary factor in retaining foster parents.

DSHS understands that many factors go into the satisfaction and retention rate of foster parents. As stated in the RFP, DSHS will be undertaking a foster parent satisfaction survey. It is intended that retention issues be discussed and addressed regionally in the monthly meetings between the Regional Oversight Committees and the contractor(s).

Question #8:

Is the agency contracting with the regions expected to match funds or input funds for the regional contracts?

No. Any bidder is expected to provide information on any plans the bidder has to augment the contract with other financial resources.

Question #9:

What method, formula or process is currently used to measure the retention of foster homes in each region? What method, formula or process will be used with the new contract?

The current contracts measure retention based on how many homes each region had at the end of the measuring period compared to the beginning, taking into account the newly licensed homes. In the new contracts, the measurement will be based on a retention rate of active homes, identified by their business ID number, at the beginning of the contract compared to the end.

Question #10:

What criteria is currently used in measuring the success of hubs, support groups, mentoring groups, or buddy systems?

The only measurement in the current contracts is for a specific number. There is currently no method to measure effectiveness.

Question #11:

Where does the state wide recruitment "800" number fall into this contract?

We will be issuing a separate RFP for a statewide toll-free numnber.

Question #12:

If awarded the RFP, as a private agency are we allowed to recruit and license for our agency? If we are unable to license the homes for our own agency, please disregard further questions. *[Procurement Coordinator Note = Questions #13 and #14.]*

Yes.

Question #13:

A 20% increase over an 18-month period warrants a speedier licensing process. Will DLR be appraised of this RFP prior to implementation in order to assist in the process?

Yes.

Question #14:

Regarding retention, should we assume the retention component of this proposal relates to all currently licensed foster homes in the Region?

Yes.

Question #15:

Is utilizing Independent Contractors considered sub-contracting under this contract?

Please refer to Sample Contract section in regards to Liability Insurance and Workers Compensation of Sub-Contractors below:

e. Subcontractors The Contractor shall ensure that all subcontractors have and maintain insurance with the same types and limits of coverage as required of the Contractor under the Contract

Independent contractors are considered sub-contractors. But under some circumstances, on a case-by-case basis, the independent contractors would not be required to have separate insurance from the agency for which they are sub-contracting.

Question #16:

Would the agency granted the contract have access to the name, phone number and address of current licensed OFCL foster homes?

DSHS will develop a system to share names with the contractor(s).

Question #17:

How many hubs currently exist in Region 5?

Five, plus three mentoring groups.

Question #18:

What is the # of OFCL new homes licensed within Region 5 for the last 6 months? What is the number of CPA new homes licensed within Region 5 for the last 6 months?

109 total homes were newly licensed. Of those 65 were licensed through private agencies and 44 were licensed through the Office of Foster Care License (OFCL).

Question #19:

Does the total # of homes to be licensed within Region 5 referring to State homes or all new homes licensed including homes licensed by Private Agencies?

OFCL homes.

Question #20:

Just to clarify, Region 5 is asking for 8 new homes to be licensed every month?

Yes. 8 homes licensed through OFCL - five in Pierce County; three in Kitsap.

Question #21:

Would the agency granted the contract have access to the Family To Family Recruitment Casey coordinator?

No.